



Classification Specification Title: Permit Clerk 1

Department	Public Works	Grade: GS.05
Supervision Received	Administrative Manager	FLSA Status: Non-Exempt
Supervisory Responsibility	None	Established: Jun 29, 2007
		Revision: Apr 2, 2026

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for evaluating, issuing, processing, and maintaining all electrical, gas, plumbing, and mechanical (HVAC) permits; evaluating, verifying credentials, issuing, renewing, and maintaining electrical, mechanical, gas, and plumbing licenses of varying skill and credential levels.

SERIES LEVEL: The Permit Clerk 1 is the first level of a three-level permit clerk series.

This is a career ladder position. This position will receive an automatic progression to Permit Clerk 2 when the incumbent has achieved the required minimum qualifications and licenses/certifications for the next position in the series.

ESSENTIAL FUNCTIONS: *(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Facilitates the permitting and licensing process by assisting applicants with IT navigation, payment processing, and document submittal.

Acts as a departmental liaison, coordinating application reviews across internal teams and scheduling pre-submittal meetings to streamline project approvals.

Receives, reviews, and processes a variety of applications for permitting and licensing.

Validates licensure and professional competency per City and State regulations.

Facilitates the issuance of permits and licenses, ensuring all associated billing and documentation meet statutory requirements.

Maintains comprehensive digital records within specialized permitting and licensing software.

Tracks construction plan status, inspection outcomes, and contractor credentials to ensure all database information is current and audit-ready.

Processes accounts receivable, reconciles ledger discrepancies, and compiles detailed financial spreadsheets. Ensures accuracy in all fiscal reporting and records management.

Prepares and processes a variety of correspondence in support of departmental operations and activities.

Prepares and submits advertisements or notices for publication in the newspaper in accordance with applicable laws, codes, and ordinances.

Manages the preparation of internal and external meetings, including venue coordination, stakeholder notification, and the strategic distribution of supporting materials.

Serves as the official custodian of records by maintaining departmental calendars and transcribing proceedings to ensure compliance with public record requirements.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

None

MINIMUM QUALIFICATIONS:

Associate's degree with one (1) year of experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

Notary Public

KNOWLEDGE AND SKILLS:

Requires a strong foundation in modern office administration, professional etiquette, and mathematical concepts. Must demonstrate proficiency in computer applications, report preparation, and the operation of office technology. Exceptional communication and interpersonal skills are essential for effectively engaging with stakeholders, facilitating information exchange, and executing departmental objectives.

PHYSICAL DEMANDS:

Positions in this class typically require fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most

of the time, the job is rated for Light Work.

SPECIAL REQUIREMENTS:

Safety Sensitive: Child Sensitive: Dept of Transportation (CDL):

The City of Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Revision History: 4/03/25; 10/20/23; 1/11/23