



## Classification Specification Title: Permit Clerk 2

<b>Department</b>	<b>Public Works</b>	<b>Grade:</b> GS.06
<b>Supervision Received</b>	<b>Administrative Manager</b>	<b>FLSA Status:</b> Non-Exempt
<b>Supervisory Responsibility</b>	<b>None</b>	<b>Established:</b> Apr 3, 2026
		<b>Revision:</b> N/A

### CLASSIFICATION SUMMARY:

Incumbents in this classification perform a comprehensive range of administrative and technical support duties, encompassing the full scope of responsibilities assigned to the Permit Clerk 1 level. Incumbents are also 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 2 is the second level of a three-level permit clerk series.

This is a career ladder position. This position will receive an automatic progression to Permit Clerk 3 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.)*

Manages the end-to-end permit application process, including public consultation, completeness reviews, inter-departmental coordination, and financial verification within the department's licensing software.

Serves as the primary point of contact for public inquiries via phone and in-person visits, providing expert guidance on permitting policies, regulatory codes, and inspection procedures while routing complex technical queries to the appropriate subject matter experts.

Educates the public on City of Chattanooga permitting standards through clear verbal and written communication, ensuring applicants possess a comprehensive understanding of procedural requirements and compliance expectations.

Supports departmental workflow, including cross-departmental coordination of application reviews, financial processing, and the scheduling of pre-submittal consultations.

Acts as a technical liaison by providing IT guidance to citizens and facilitating direct communication between applicants and field inspectors.

Assesses licensure and skill according to City of Chattanooga local ordinances and State of TN statutes

to process permitting and licensing, billings.

Evaluates and verifies contractor licenses according to state guidelines and local ordinances.

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.

Coordinates with CDOT to assess street cut and utility street cut permits with invoicing.

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 two (2) years of directly related permitting work experience; or any combination of equivalent experience and education.

**LICENSING AND CERTIFICATIONS:**

Valid Driver's License

Notary Public

International Code (ICC) Permit Technician Certification

**KNOWLEDGE AND SKILLS:**

Requires a strong foundation in modern office administration, professional etiquette, and mathematical

concepts. Proficient in the OpenGov Permitting and Licensing platform for efficient data entry, record retrieval, and workflow management. 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: N/A*