



## Classification Specification Title: Permit Clerk 3

<b>Department</b>	<b>Public Works</b>	<b>Grade:</b> GS.07
<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 duties such as approving permit issuance for simple single-story single-family dwellings, and have the knowledge required to perform more complex and comprehensive work assignments, and the ongoing responsibility for serving in a lead capacity.

**SERIES LEVEL:** The Permit Clerk 3 is the third level of a three-level permit clerk 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.)*

Serves as the lead for the permitting team, providing expert guidance and operational support to lower-level staff. Proactively trains personnel on departmental procedures, streamlines work methods, and functions as the point of escalation for complex permitting issues.

Acts as the primary technical resource for City development regulations and codes, guiding the public through the permit lifecycle from initial application to fee verification.

Evaluates submissions for regulatory completeness, triages project complexity for departmental routing, and maintains data integrity within the permitting and licensing software.

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.

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.

May approve collection reports and may return checks processed.

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

Creates Standard Operating Procedures in training, applications, approvals, and renewals for Licensing and permitting.

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 three (3) 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

ICC Permit Specialist Certification or Residential Building Inspector (B1) 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*