



CANNABIS CONTROL BOARD

89 Main Street Montpelier, VT 05602 | ccb.vermont.gov

THE CANNABIS CONTROL BOARD IS HIRING FOR AN ADDITIONAL LICENSING AGENT. PLEASE TAKE THE TIME TO REVIEW THE BELOW FREQUENTLY ASKED QUESTIONS PRIOR TO REACHING OUT TO STAFF.

How do I apply?

All qualified applications must be submitted through the Department of Human Resources website:

<https://careers.vermont.gov/>

The CCB cannot accept applications outside of DHR's portal.

What position are open at the CCB?

Licensing Agent (1 Position)

The Cannabis Control Board is seeking [Licensing Agents](#) to join our team regulating cannabis in Vermont's burgeoning legal market. Qualified applicants will have working knowledge with licensing processes, excellent attention to detail and an ability to communicate technical information to the public.

Should I call or email CCB to verify that my application and supporting materials are submitted?

No, CCB will reach out to applicants directly if we need materials related to your application

When do the positions close?

August 2nd is the deadline to apply for this position.

Who do I contact if I have questions about completing my application?

The Department of Human Resources is available to assist with any questions about submitting your application. 802 828-6700, option 1.

When will I know more about my application status?

All applicants can follow their submission on the Department of Human Resources application portal.

Are there opportunities for remote work?

Duties are largely performed in a standard office setting. Opportunities for some remote work may be available. Travel will be required, and site visits to licensees / applicants may be necessary.

Is this a full-time position?

Yes, this position is full time.

What is the hourly pay for these positions?

Hourly pay varies by position type. All pay rates are posted on the corresponding job listing. More information on pay rates with the State of Vermont can be found on the Department of Human Resources website:

<https://humanresources.vermont.gov/compensation/pay-charts>

How will I know if I have an interview?

CCB will contact all applicants directly for an interview after the application deadline (August 2, 2022).

If I'm chosen to interview, can I do opt for a remote interview?

Both remote and in-person interviews options are available. In-person interviews will occur at the CCB office at 89 Main Street, Montpelier, VT (City Center building, third floor). Remote interviews will be via Microsoft Teams.

Do I need to send the CCB anything that is not required in the application?

No, CCB will make requests for additional information directly to applicants as needed.

