



## **CANNABIS CONTROL BOARD**

**89 Main Street Montpelier, VT 05602 | [ccb.vermont.gov](http://ccb.vermont.gov)**

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THE CANNABIS CONTROL BOARD IS HIRING FOR THE POSITION OF 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 positions are open at the CCB?**

#### **Licensing Agent**

The Cannabis Control Board (CCB) is recruiting for a motivated individual to join our collaborative and dedicated team in the role of a Licensing Agent. This position is critical to accomplishing the overall mission and vision of the Board. Main functions include accepting, reviewing, and processing Cannabis Establishment license applications; accepting and processing application and licensing fees; ensuring accurate data entry; assisting in the preparation of daily deposits, mail duties, and other related duties as needed.

Other tasks include: following up on application deficiencies via written requests to applicants and making licensing decisions in accordance with rules, regulations, and procedures; entering and reporting data from the Board's licensing database; conducting a cursory review of cannabis establishment and employee registration applications. If an applicant is missing any required documentation, this position provides the applicant with information and resources necessary to obtain the required documentation. This position determines if an applicant has met all the regulatory requirements needed to obtain an employee registration based upon a review of the documentation submitted and the results of background checks performed by the position. Additionally, the Licensing Agent discovers and exchanges information/facts with license applicants to determine if the information provided is complete and accurate.

This position also provides recommendations of suitability for cannabis establishment license applicants and refers applicants for additional investigation if necessary.

The CCB is a small agency with a big mission; becoming a member of this team requires enthusiasm and a strong work ethic. This position is based in the CCB's fast-paced and in-person office environment in downtown Montpelier

### **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 does the position close?**

Applicants must submit requested materials to the Department of Human Resources by September 10, 2023.

### **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. Telework may be available for up to two days per week.

### **Is this a full-time position?**

Yes.

### **What is the hourly pay for this position?**

This position pays \$26.95 per hour, and follows the standard compensation chart for classified employees in the State of Vermont system. More information on State of Vermont employee compensation may be found below:

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

### **How will I know if I have an interview?**

Applicants will be contacted directly by the CCB after the application window closes on September 10, 2023.

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

CCB believes in a strong in-person culture, and we enjoy meeting all of the job applicants in person. Currently, all CCB interviews are in-person, and will take place at the CCB office at 89 Main Street, Montpelier VT (City Center Building, third floor).

### **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.

