

**Town of Topsfield**  
**Classification Plan & Non-Union Position Titles by Grade**  
*Updated September 2019*

GRADE 1:	Seasonal Laborer
GRADE 2:	Van Driver Custodian Data Entry Clerk
GRADE 3:	Recording Secretary
GRADE 4:	Administrative Assistant Library Assistant Children/YA; Circulation Seasonal Equipment Operator
GRADE 5:	Administrative Assistant to Library Director Senior Administrative Assistant : COA; Health & Conservation; Inspections; Police Library Associate Assistant Town Clerk
GRADE 6:	Assistant Assessor Assistant Town Accountant Assistant Town Treasurer Collector Executive Assistant – BOS/TA; Police Dept Inspector: Electrical, Plumbing/Gas Community Development Coordinator & Purchasing Coordinator Librarian: Children/Young Adult; Reader Services; Cataloging&Technical Services Personnel Benefits Administrator
GRADE 7:	Assistant Library Director/Reference Librarian Conservation Administrator Executive Director – Council on Aging Health Agent Purchasing Agent/Community Development Coordinator
GRADE 8:	Building Inspector Town Clerk/Records Access Officer
GRADE 9:	Parks/Cemeteries Superintendent Library Director Principal Assessor
GRADE 10:	Highway Superintendent Police Captain Town Accountant Treasurer Collector Water Superintendent
GRADE 11:	Police Chief Fire Chief
GRADE 12:	Town Administrator