

Donna Hicks Spencer has had the honor of being your Register of Deeds since December 6, 2004, when she was sworn in after winning her first election due to the prior Register retiring. Since then she has been re-elected in 2008, 2012 and is running unopposed in the 2016 election to begin her fourth term.

PERSONAL

- Married to Donald Spencer from here in the St. Stephens area since 1993, he works for the NCDOT
- Three sons: Aiden, Dawson & Gavin that are seniors at St. Stephens High School
- Moved down here from Avery County in 1989
- Attends Highland United Methodist Church in Hickory

PROFESSIONAL

- Owner and President of DONNA'S UNLIMITED SEARCHES, INC. - a freelance real estate paralegal, title searching business
- In house paralegal at Sigmon Clark Mackie & Hutton in Hickory
- In house paralegal at Johnson & Hughes in Newland
- Legal Secretary William Cocke in Newland
- North Carolina Notary Instructor
- Member, North Carolina Paralegal Association
- Member, North Carolina Association of Register of Deeds (NCARD)
 - Secretary, District II
 - Treasurer, District II
 - Member: Election, Special Recognition-Awards, Vital Records,
 - Member, Strategic Long-Range Planning Committee
 - Past Member of Automation Technology & Scholarship
 - Past Vital Records Chair
 - Past Vital Records Co-Chair
 - Special Sub-Committee - EDRS Business Partners Advisory Group
 - Special Sub-Committee - Working Vital Records Group through the School of Government at UNC
 - Past Member, Land Records Management Advisory & Indexing Committee
 - Special Sub-Committee for Minimum Standards for Indexing Real Property Instruments
 - Special Sub-Committee for New Manual of Proceeding

ACCOMPLISHMENT IN OFFICE

- Installed a fax machine
- Installed computers and updated software technology for each employee
- Upgraded public terminals with updated software technology
- User friendly website to include and undated Real Estate program
- Provided access to the AOC judgment computer system for those who use office daily
- Began the process to restore, preserve and scan the oldest of our vital records
- Began the process to restore, preserve and scan the oldest of our real estate records

- Implement a new back-up and disaster recovery to better protect Catawba County's history
- A user friendly online system that connected the GIS office with Register of Deeds real estate documents for a customer service to the citizens
- Fought for and began identity theft protection by redacting social security and driver's license number back to 1935
- Fought for and began a better communication between the State Vital Records Office and NCARD
- Fought for and began the use of PDF forms for the 100 Register of Deeds to provide a smoother service for the citizens statewide
- Obtained certification through NCARD and for 95% of the staff within first two years
- One of the first ROD Offices to start accepting debit/credit cards as a customer service for Catawba County citizens
- Implemented online request for vital records - *Get Certificate Now*
- Implemented electronic recording of real estate document
- Implemented a statewide electronic birth registration system (EBRS) which allows citizens that were born in NC, but another county to obtain their birth certificate from 1971 forward right here in their own local Register of Deeds' office
- Began a program to honor our veterans called "THANK YOU FOR YOUR SERVICE"; a way in encourage the veterans to record the DD214's within the office and for the community to give back
- Online Real Estate Temporary Index and Image system

EDUCATION

- Associates Degree in Paralegal Technology from Central Piedmont Community College.
- Clerical Science Degree from Mayland Technical Community College
- Register of Deeds certification from the School of Government at the University of North Carolina at Chapel Hill
- Advanced Register of Deeds certification through NCARD from the School of Government at the University of North Carolina at Chapel Hill
- North Carolina Notary
- North Carolina Notary & eNotary Instructor
- North Carolina Certified Paralegal
- Graduate of Avery County High School

CIVIC

- Youth Advisory Committee member, Highland United Methodist Church
- Bible School teacher, Highland United Methodist Church
- Sports Coach Assistant
- Band Booster Parent
- Past School Bus Driver
- Past Parliamentarian CCRWC
- Past 2nd Vice-President CCRWC
- Past Assistant Treasurer CCRP
- Volunteered in "Walk in My Shoes" program