



THREE CROWNS LLP

ROLE PROFILE: LEGAL ASSISTANT

LOCATION: WASHINGTON, DC

Three Crowns overview

Three Crowns is a law firm that was founded in 2014 by specialist international arbitration advocates in the belief that international disputes call for focused advice and advocacy. The firm engages primarily in complex, high-value disputes, and counts among its clients many industry leaders and sovereign states. The firm has grown significantly in each of its offices – London, Madrid, Paris, Singapore and, Washington DC – and now comprises over 140 people, including 18 partners. Across jurisdictions, it is regarded as a market leader.

The role

The Legal Assistant works as part of the wider support team in the Washington, DC office, providing legal and administrative support to Partners and Associates through all phases of arbitration, in addition to non-billable work.

The Legal Assistant will also have the attitude and flexibility to assist with supporting other aspects of the office's day-to-day running and operations.

This is a non-exempt position.

Responsibilities include (but are not limited to):

- Provide direct support to one Partner and Associates with the preparation of client work and other non-billable activities.
- Assist with time entry and expense reconciliation and management (experience using Aderant preferred).
- Manage calendars and make travel arrangements (including transportation and accommodation) along with preparing itineraries.
- Prepare client bills, budgets and process final invoices (working in conjunction with the firm's finance team).
- Work with the Risk & Compliance team on new business intake and new matter openings.
- Draft grammatically correct correspondence (letters, memos, reports, emails, faxes etc. including from dictation and markups). Proofread and edit correspondence to correct grammar, spelling and punctuation.



- Create, organize and maintain hard copy and electronic files (experience of using iManage preferred) and assist with archiving.

- Schedule and coordinate arrangements for client meetings and events (including booking conference rooms and setup / breakdown).
- Monitor incoming emails and respond appropriately.
- Answer, screen, and make telephone calls in a professional manner. Take accurate messages and relay to the intended recipients. Retrieve, date stamp and distribute firm mail.
- Support Office Manager and colleagues in the legal support team with reception duties as required. Meet and greet clients, and other visitors, in a professional manner.
- Help with various ad hoc projects from time-to-time (e.g. client events and staff social functions).

Key requirements

- A College degree.
- A minimum of four years' experience working in an equivalent role in a professional services environment.
- Experience gained working in an international law firm, particularly with exposure to arbitration/litigation teams, would be beneficial.
- Strong organization and time management skills.
- Excellent verbal and written communication skills.
- Ability and willingness to “manage-up”
- Service focused and able to deliver first class support to attorneys, clients and visitors.
- Self-starter with high levels of energy and drive. Able to work under minimal supervision when required and provide proactive support to fee-earners.
- Professionalism and confidence in dealing with senior stakeholders including both partners and clients.
- Integrity and discretion when handling confidential information.
- Flexibility to support colleagues on other office related tasks when required.

Skills and knowledge

- Able to multitask, work to strict deadlines and prioritise competing priorities accordingly.
- Excellent attention to detail and able to produce work to the highest standard of accuracy.
- Can work both independently and collaborate as part of a team.
- Experience of complex calendar management and scheduling. Can exercise judgment with regard to priorities/urgency and resolve conflicting appointments as needed.
- Technical proficiency in the use of the firm's software programs (Microsoft365) and office equipment (such as printers, scanners and photocopiers).
- Billing experience strongly preferable (specific familiarity with Aderant would be an advantage).
- Experience of undertaking research and document production. Specific knowledge of LexisNexis, Westlaw or equivalent would be helpful.



• Demonstrate judgement and discretion when dealing with confidential